

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

February 25, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:46pm Monday, February 25, 2019 by President Steve Link at the Ossenbrink Center in West Point, IA. Father Hoffman led the group in an opening prayer.

**Roll Call:** Present: Mike Avery, Brad Box, Father DeRammelaere, Lisa Hansen, Father Hoffman, Steve Link, Loren Menke, Ray Menke, Father Phung and Paul Wilkerson.

Absent: Amy Merschman and Father Spring.

**Agenda:** Steve Link advised the board that Jill Stull wouldn't be able to attend this meeting; therefore, her presentation would be moved to the March meeting. He also requested New Business D, Co-op Sports Agreements with other schools, as requested by Mr. Goetz. The amended agenda was approved on a motion made by Lisa Hansen, seconded by Ray Menke. Motion carried.

**Minutes:** The minutes of the January 28, 2019 regular meeting were approved on a motion made by Ray Menke and seconded by Loren Menke. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including Brenda Graham, Dennis Menke, John Hansen and Linda Peitz. There were no comments from the audience. Steve also presented a thank you card that had been sent to the board by Mary Kay Bevering.

- Smart Panel presentation – Immediately before the regular meeting, Ariel Minervini from Tierney Brothers gave a presentation on an interactive flat panel (IFP) as well as Smart Notebook, which is the software that goes with the panel. The board had an opportunity to try it out and ask questions.

### Old business:

#### Update on Elementary Project –

1. Construction Update - John Hansen provided an update regarding the construction of the new school. He touched on the status of the drywall installation, replacement of city streets and sidewalks, cooler/freezer installation, HVAC, cabling, and the new vestibule being constructed in the front. Steve reminded the board of the "Project Progress meeting report" which had been provided by John last week and was emailed to the full board by Mindy. He said it has a lot of helpful information regarding the construction activity.
2. Change orders – John presented several change orders for the board's consideration:
  - a. S&G: Additional cost for the firewall and roofing protection and membrane to protect the existing gym
  - b. Additional drywall in the vestibule to finish the walls rather than concrete walls
  - c. Deduction for removal of bullet proof glazing on the upper windows
  - d. Wenger: Move the main drain, sump and connection for the fire department to a better location
  - e. Mohrfeld Electric change order
  - f. S&G change order for epoxy flooring in restrooms and kitchen.

The board had an opportunity to ask questions. Ray Menke made a motion to approve the change orders as presented. His motion was seconded by Brad Box. Motion carried.

- g. John also presented a quote through S&G for the existing roofing company to replace the roof on the gymnasium, which could be included in our \$6 million budget for the project. Dennis Menke raised concerns regarding the total project costs due to the fact that a lot of change orders have been approved up to this point. Steve said this will be discussed further at an upcoming work session regarding how this would be paid (i.e.,

through the project or general fund). Loren Menke made a motion to approve the change order from S&G to replace the gym roof during the current construction, with the understanding that the payment of this change order may come from either the project or the general fund depending on the overall project costs. His motion was seconded by Ray Menke. Motion carried.

3. Flooring contract – John said that he received a quote and contract from Holtkamp Floors Décor & More for the LVT flooring and rubber treads throughout the building. Does not include the carpet in the administrative area, which is covered in the contract with S&G. John provided samples of flooring for the bathrooms and kitchen and made suggestions regarding how far to take it up the wall for ease of cleaning and upkeep of the lower wall sections. Loren Menke made a motion to approve the contract from Holtkamp Floors Décor & More, which was seconded by Lisa Hansen. Motion carried.
4. Approval of bills – John presented the Project Cost Recap for January and February for the board's consideration and approval, explaining each line item. Paul Wilkerson made a motion to approve the payment of the bills, and his motion was seconded by Father Hoffman. Motion carried.
5. John presented an updated list of additional costs (as of 2/25/19) (refer to sheet titled "Midwest Construction Consultants", "HTCS Additions"). This list will be discussed at the next work session.
6. John presented a floorplan with the proposed wall colors. He also presented patterns for the flooring patterns in the cafeteria, Spark room and media center (samples were previously emailed to the board).

#### New Business:

**Co-curricular Contracts** - Steve presented the following contracts to the board for their consideration and approval. All of the following contracts were prepared according to the terms approved in the 2018-19 budget:

- JH Boys Basketball, Mike Rung
- Varsity Girls Soccer, Michael Sheerin (coach) and Tom Gendron (assistant)
- Varsity Boys Soccer, Ryan Culbertson (coach)
- Varsity Girls Golf, Melissa Freesmeier
- Varsity Boys Golf, John Goetz

Brad Box made a motion to approve the above contracts and his motion was seconded by Lisa Hansen. Motion carried.

**First reading of drug, alcohol and prohibited substances policy** – Steve directed the board to the update to policy 320.20. Mike Avery made a motion to approve the first reading of this policy, which was seconded by Father Hoffman. Motion carried.

**ECC Resignation of Jessica Peitz** – Steve read her letter of resignation to the board. Lisa Hansen made a motion to approve the resignation, which was seconded by Ray Menke. Motion carried.

**Co-op Sports for 2019-20** – Mr. Goetz requested the board's approval for the following co-op sports agreements:

- BHS - Boys swimming
- Keokuk HS – Boys and Girls bowling and Girls swimming
- FMHS - football, wrestling, Boys track/field, Boys tennis and Girls XC and Girls track/field

Mike Avery made a motion to approve the above listed co-ops for the 2019-20 school year, which was seconded by Loren Menke. Motion carried.

#### Administrative reports:

**Youth Ministry:** Nothing submitted.

**Early Childhood Centers:** Written report submitted by Stefanie Drollinger.

**Elementary and Jr/Sr High School:** Michael Sheerin reported that 24 kindergarten students projected to attend in 2019-20 with 11 more possible (not including walk-ins). Written report also provided.

**Marketing Director:** Written report submitted by Brenda Graham. She also reminded the board about the upcoming Blue & Silver celebration and said that everything was going very smoothly. Steve asked Brenda about getting the word out regarding the donations that our kids and teachers gather through offertory and other activities. She said the Food Pantry donation (matched by Houghton K of C) was recently highlighted in the Democrat.

**Business Manager:** Mindy Goldie presented the financial reports and February bills for approval. A motion was made by Ray Menke and seconded by Lisa Hansen to approve the payment of the bills as presented in the Accounts Payable report. Motion carried.

**Committee reports:**

**Finance & Budget:** Steve provided the next meeting date and time of this committee to continue preparing the 2019-20 budget.

**Athletic Board:** Paul Wilkerson reported that the AB would meet the following Wednesday and asked for input from the school board. Nothing offered.

Steve reminded the board about kindergarten round-up the following night as well as preschool open house dates.

Father Phung reported that they are in the process of creating a pamphlet about the faith and would like to make it available in the schools.

**Adjournment:** Ray Menke made a motion to adjourn at 9:25pm. His motion was seconded by Father Hoffman. Motion carried. Father Phung offered a closing prayer.

Respectfully submitted by Mindy Goldie.